



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

Canc: Sep 09

MCBBul 5600  
B 013  
25 Jun 09

MARINE CORPS BASE BULLETIN 5600

From: Commander

To: Distribution List

Subj: DIRECTIVES REVIEW FOR THIRD QUARTER

Ref: (a) MCO 5215.1K

Encl: (1) Quarterly Review

1. Purpose. To provide guidance and instructions for conducting a review of command-sponsored directives in accordance with the reference.

2. Background. The reference requires that commanders of Marine Corps activities ensure directives issued under their cognizance are reviewed annually on their anniversary dates or at a set time each year. It further states that directives that are 9 years old or older must either be revised or properly justified as to why a revision is not required or not possible.

3. Information

a. Enclosure (1) lists current directives due for review during the 3<sup>rd</sup> quarter of the calendar year. For each directive it identifies the staff section or subordinate command responsible for conducting the review and taking appropriate action.

b. Prompt and thorough review of each directive by the sponsoring activity is essential to maintaining the currency of published Command policies, which contributes to the efficient and effective management of Marine Corps Base (MCB), Quantico. Every effort should be made to change or revise the directives listed in enclosure (1) during the 3<sup>rd</sup> quarter of the calendar year. Sponsoring activities should not republish old directives simply for the purpose of updating the promulgation date. The absence of change to higher headquarters or local policy may be sufficient justification for not revising the directive at this time. However, even if the policies set forth in the directive are current, revision of the directive may be warranted due to organizational changes, and changes in terminology, local guidance, instructions, procedures, etc. The Chief of Staff, MCB Quantico is the decision authority for cancellation of directives.

c. The Base Adjutant uses enclosure (1) as a tool to manage the directives review process and to set priority of the work for the Base Files & Directives Section. Informing the Adjutant of what directives require change and the extent of those changes is critical to optimizing administrative support to directive(s) sponsoring agencies. Upon review of its directive(s) each sponsoring agency must annotate the enclosure to indicate what action, if any, is required to make the directive(s) current. The following instructions apply to annotating enclosure (1):

(1) If the directive is current and valid/accurate as written, place a check mark in the applicable box in the column labeled "CURRENT."

(2) If the directive is basically current, but needs minor changes, in the applicable space in the column labeled "CHANGE DUE" provide the date when the proposed change(s) will be submitted to the Base Adjutant.

(3) If the directive requires major changes, in the applicable space in the column labeled "REVISION DUE" provide the date when the proposed revision will be submitted to the Base Adjutant. If revision of a directive that is 9 years old or older is not considered warranted, provide the justification in a separate memorandum addressed to the Base Adjutant.

(4) If the directive is believed to be no longer required, obtain approval from the Chief of Staff, MCB Quantico to cancel the directive; and in the applicable space in the column labeled "CANCEL" propose a cancellation date and provide the justification in a separate memorandum addressed to the Base Adjutant.

#### 4. Action

##### a. Base Adjutant

(1) Act as overall coordinator for the quarterly directives review and provide assistance to sponsoring agencies as required.

(2) Monitor suspense dates for delivery of directive changes and revisions, and ensure prompt and efficient administrative action to publish them once received.

(3) Provide electronic, editable versions of current directives to sponsoring agencies to facilitate their drafting changes or revision.

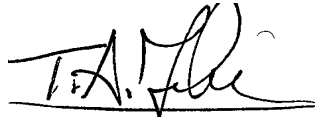
b. Assistant Chief of Staff, G-1. Periodically at weekly Base staff meetings remind the Base staff and subordinate commands of their directives review deadlines and the status of publication of directive updates.

c. General & Special Staff Principals and Subordinate Commanders

(1) Conduct a thorough review of the directives listed in the enclosure for which your agency is a sponsor to determine their necessity, accuracy, and consonance with current U.S. Marine Corps and Marine Corps Combat Development Command policies.

(2) Annotate and return the enclosure, with endorsement, to the Base Adjutant (B 013) not later than **30 July 2009**.

(3) Submit changes and revisions to the directives listed in the enclosure, as required, to Central Files (B 013) not later than **30 September 2009**.

A handwritten signature in dark ink, appearing to read 'T. A. Gerke', with a horizontal line drawn underneath the signature.

T. A. GERKE  
Chief of Staff

DISTRIBUTION: A

# Quarterly Review

TYPE	PUB	SSIC	DATE	SUBJECT	ORIG	CURRENT	CHANGE DUE	REVISION DUE	CANCEL
MCNCRCO		05310.1	8/22/2003	POSITION MANAGEMENT PROGRAM	B 01				
MCBO	P	01640.1A	8/13/2003	SOP FOR CONFINEMENT AND RELEASE	B 27				
MCCDCO		05310.2B	9/22/2006	POSITION MANAGEMENT PROGRAM	B01				
MCBO		05354.1A	9/23/1999	COMMAND EQUAL OPPORTUNITY PROGRAM	B010				
MCBO		01070.1A	7/16/1996	PERSONNEL LOCATOR SERV	B011				
MCBO		01320.3A	8/20/1997	SPONSORSHIP PROGRAM	B011				
MCCDCO	P	05300.1	8/7/2002	SOP FOR MCCDC ASSISTANCE PROGRAM (MAP)	B011				
MCBO		05512.1C	9/13/2007	NO-FEE PASSPORTS	B011				
MCBO		01020.1E	9/6/2007	UNIFORM REGULATIONS	B013				
MCCDCO		01650.1F	9/15/2005	DECORATIONS AND AWARDS PROGRAM	B013				
COMDR PL		03-04	7/15/2004	GUIDANCE FOR PROCESSING FREEDOM OF INFORMATION ACT/PRIVACY ACT REQUESTS	B013				
MCBO		03040.1B	9/20/2005	CASUALTY REPORTING	B013				
MCBO		05211.1A	9/4/1997	PRIVACY ACT OF 1974	B013				
MCBO		05740.1A	7/1/1997	OPREP-3: SERIOUS INCIDENT REPORTS	B03				
MCBO		06200.1A	7/22/2002	HEAT CASUALTY PREVENTION PROGRAM	B03				

# Quarterly Review

TYPE	PUB	SSIC	DATE	SUBJECT	ORIG	CURRENT	CHANGE DUE	REVISION DUE	CANCEL
MCBO	P	11210.1B	9/7/2001	SOP FOR SNOW EMERGENCY OPERATIONS	B03				
MCBO	P	11000.1A	7/16/1996	FACILITIES MAINTENANCE MANUAL	B041				
MCBO		11104.1B	8/7/2006	RESPONSIBILITY FOR AREAS OF POLICE	B041				
MCBO		11100.1	8/5/1993	LISTING AND ASG OF REAL PROPERTY	B042				
MCBO		06280.1B	8/27/2007	HANDLING, TRANSFER, AND DISPOSAL OF HAZARDOUS WASTE	B046				
MCBO		06280.4	9/24/2007	HAZARDOUS MATERIAL MANAGEMENT PROGRAM	B046				
MCBO		11015.1A	7/2/1996	WOODLAND TREE AND SHRUB REMOVAL	B046				
MCCDCO		05040.2A	9/14/2007	COMMANDING GENERAL'S VALIDATION PROGRAM	B051				
MCBO		05800.1A	7/19/2004	TRAFFIC COURT	B052				
MCBO	P	05720.1A	9/6/1996	SOP FOR PUBLIC AFFAIRS	B058				
MCBO		05512.2A	8/6/1999	MEDICAL WARNING TAGS	B103				
MCBO		06120.1	8/23/1990	PHYSICAL EXAMS AND CLEARANCES	B103				
MCBO		06120.2A	8/3/1999	HEALTH SCREENING AND IMMUNIZATIONS FOR CHILDREN	B103				
MCBO		06320.1A	8/6/1999	CIVILIAN HOSPITALIZATION AND TREATMENT	B103				
MCBO	P	04400.2	9/3/1985	SOP FOR THE MAINTENANCE FLOAT	B211				
MCBO		08300.1	7/9/1990	PREPARING AND SHIPPING OF WEAPONS/SMALL ARMS	B213				

# Quarterly Review

TYPE	PUB	SSIC	DATE	SUBJECT	ORIG	CURRENT	CHANGE DUE	REVISION DUE	CANCEL
MCBO		10110.2	7/21/1987	QUARTERLY MESSHALL TECH INSP/EVAL	B214				
MCBO		08000.1	8/18/1993	PRIVATELY OWNED WEAPONS, AMMUNITION AND EXPLOSIVES	B27				
MCBO		01200.1A	9/29/1999	PERSONNEL TESTING	B37				
MCBO	P	01710.5	9/19/2005	SEMPER FIT POLICY MANUAL	B374				
MCBO		01754.4	7/23/2001	EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)	B374				
MCBO		05300.1	7/3/1989	SUBSTANCE ABUSE PROG	B374				
MCBO		06260.2A	7/2/1996	HEARING CONSERVATION PROGRAM	B51				
CDCO		01650.2D	9/18/2006	NCO AND MARINE OF THE QUARTER AND YEAR PERSONAL RECOGNITION PROGRAM	C 06				
MCCDCO		04290.2A	7/25/2002	COMMUNICATIONS WITH CONTRACTORS AND OTHER NONGOVERNMENT PERSONNEL AND RELEASE OF ACQUISITION INFO	C050				
MCCDCO		12275.1	9/9/2002	MCCDC INTERGOVERNMENTAL PERSONNEL ACT MOBILITY PROGRAM	C050				
MCCDCO		05721.1B	7/15/1997	GUEST SPEAKERS PROGRAM	C064				
MCBO		05800.6	9/12/2000	ALTERNATE DISPUTE RESOLUTION (ADR) PROGRAM	HROM				
MCBO		12510.2	7/17/1989	CIVILIAN POSITION CLASS AND WAGE ADMIN PROGRAM	HROM				
MCBO		12630.1	7/18/1989	ANNUAL LEAVE TRANSFER PROGRAM	HROM				
MCBO		12713.1	7/25/1989	EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM	HROM				
MCBO		12720.1	7/13/1990	ACCT FOR OFFICIAL TIME BY UNION REPS	HROM				